

REQUEST FOR PROPOSAL


Establishment of Long Term Agreements for Provision of Medical and Laboratory Equipment and Supplies

Ref – GPU-03-2017

Questions and Answers

(as of 28 March 2017)

No.	Proposer's Questions	UNDP's Response
1	<p>1. In the BDS, cross ref. to instructions C.15.1, you request “<i>Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 3 years</i>”.</p> <p>In the Section 7 – Company Profile – j) Financial information, you request “<i>This section must be supported by the most recent Credit Rating report (D&B, S&P, Moody’s or similar), Audited Financial Statement Reports for 2009-2011 and sales reports.</i>”</p> <p>Taking into consideration the above mentioned requests,</p> <p>a) Please state what is the period of reference for the 2 requirements above: 2009-2011 or 2013-2015?</p> <p>b) Taking into consideration that in our country there are no requests regarding the audit of financial statements report, please state if you accept these reports without audit.</p>	<p>Kindly refer to the RFP Data Sheet point 26. The Proposer is requested to submit the <u>latest past 3 years audited</u> financial statement.</p>
2	<p>2. Regarding the requested Credit Rating report, please specify if you accept a report issued by COFACE or UNICREDIT BANK.</p>	<p>The Proposer is requested submit the Credit Rating report from D&B, S&P, Moody or <u>similar</u>.</p>
3	<p>In the Section 7 – Company Profile – i) Evidence of Supplier Related Experience & Relevant Example, you request that “<i>The evidence shall demonstrate minimum 3 years of international experience</i>”. Being that we do not have relevant international experience but we have trained personnel that were implicated in this kind of projects but with their former employer, please state if you accept that the experience to be demonstrated with contracts with similar complexity and value, either international or national.</p>	<p>The Proposers are advised to provide the information outlined in the Section 7 of the RFP document. And for detail about the technical evaluation criteria, please refer to page 41 of the RFP document.</p>
4	<p>Where are the destination?</p>	<p>UNDP/PSU currently provides procurement support services by facilitating and managing logistics and deliveries of the goods to 30+ UNDP country offices. You can find detail about our supporting countries from the Annex 6– Historic Data (page 2) where we uploaded it on the UNDP Procurement Notice at http://procurement-notices.undp.org/view_notice.cfm?notice_id=36172 and UN Global Marketplace at https://www.ungm.org/Public/Notice/54807</p>
5	<p>Is it allowed to submit partial offers?</p>	<p>No, partial offer is not accepted</p>
6	<p>Item 24- Bench-top autoclave - Small-medium, Front-loading</p> <p>The required volume of 25-150 liters is too wide of a range. We'd kindly ask you to</p>	<p>Please quote the “75L”</p>

	narrow down the required volume range, as too many autoclave models from the same manufacturer/s would cover it. Please also keep in mind that this would put suppliers that offer a 25 liter model at a unfair price advantage compared to the ones that would choose to offer a 150 liter model.	
7	Item 28 - Adjustable pipette Please indicate, if this should be a single, 8, or 12-channel pipette.	Please quote the "8Channel"
8	Item 67 - N95 Mask N95 is an U.S. standard. The equivalent standard in E.U. is FFP2, which we offered for many UNDP requests in the past and was always accepted. Please keep in mind that it's usually not possible / allowed for E.U. Suppliers to import and sell N95 Masks. We'd kindly ask you to confirm that FFP2 masks are allowed to be quoted by E.U. Suppliers for this LTA-Request.	Yes, the equivalent standard is acceptable.
9	Section 2 - Data sheet - #26 / C.15.1 - Quality and conformity certificates We'd kindly ask you to inform us, if we need to print out all certificates, product brochures, etc. for all offered items and send them in hardcopy to UNDP, as this is not clear due to the following comment: <i>(These certificates may be provided either along with the submission of the RFP or on request from UNDP/PSO after submission deadline)</i> . Please keep in mind that this could mean we have to print out around 1000 pages or more, so we'd recommend that this should only be provided in softcopy form on an USB Stick, if possible, in order to save time, costs and for environmental reasons.	The Proposer has choice to submit the relevant Quality and conformity certificates and product documentation (e.g. brochures) either in hardcopy or softcopy.
10	In 2013 for this project the contracts were awarded directly with the suppliers. Is it anticipated that contract awards will be directly with suppliers once again?	We follow the same process as 2013 tender.
11	For Item 50 (see attached photo for reference), can you please confirm if stainless steel AISI 410 material is acceptable ? 	We accept any brands that offered specifications meet the required specifications. The material AISI Types of Stainless and grades that is equivalent to our requirement of types of stainless steel 18/10 is acceptable.
12	Item 71 - Hep C test The requirement of a minimum shelf-life of 18 months remaining when arriving in the country is very restrictive. The usual max. shelf-life for such kits is around 12 months, but please keep in mind that, after manufacturing is finished, various testing, quality controls, etc. must be done before a lot of such a kit can be released by the manufacturer and, if we add usually delivery time on top of that, the end-users will get an item with around 8 months shelf-life left. We'd kindly ask you to check, if it's possible to lower the minimum shelf-life requirement to around 8 months, as the current description is not generic and doesn't reflect a realistic shelf-life for such a kit.	The products supplied shall have a minimum remaining shelf-life of at least 18 months or 85% of their total maximum shelf life at the time of FCA delivery.

13	<p>Item 72 - Hep B surface antigen</p> <p>The requirement of a minimum shelf-life of 18 months remaining when arriving in the country is very restrictive. The usual max. shelf-life for such kits is around 12 months, but please keep in mind that, after manufacturing is finished, various testing, quality controls, etc. must be done before a lot of such a kit can be released by the manufacturer and, if we add usually delivery time on top of that, the end-users will get an item with around 8 months shelf-life left. We'd kindly ask you to check, if it's possible to lower the minimum shelf-life requirement to around 8 months, as the current description is not generic and doesn't reflect a realistic shelf-life for such a kit.</p>	The products supplied shall have a minimum remaining shelf-life of at least 18 months or 85% of their total maximum shelf life at the time of FCA delivery.
14	<p>1. REQUIREMENTS TO THE PRODUCTS - 1.2. Compliance with the technical specifications</p> <p>Technical manuals are mentioned as a requirement for this LTA Tender. Please advise, if technical manuals, for the items which are considered instruments, are required at this stage. This was not required for past LTA Tenders by UNDP, as product brochures were always sufficient to check technical compliance. There's also two columns in annex 2 - list of items to fill out regarding the compliance with technical specifications and indications of deviations from the technical specifications, so we'd recommend just sending product brochures and filling out the related columns in annex 2, as technical manuals, which are usually quite long (around 50-100 pages), would cause more confusion than clarity.</p>	It is fine to submit only product brochures. However, the Proposer is strongly advised to detail offered specifications of the items in the Column "Technical Specification of the offered item".
15	Would it be possible to obtain a Microsoft Word version of the Request for Proposal document in order to use the exact templates provided in our proposal submission	The Microsoft Word version of the RFP document can be now downloaded from the UNDP Procurement Notice at http://procurement-notices.undp.org/view_notice.cfm?notice_id=36172 and UN Global Marketplace at https://www.ungm.org/Public/Notice/54807
16	<p>Item 23 Precision Balance.</p> <ul style="list-style-type: none"> ○ In the requested specification is mentioned; "automatic internal calibration", however further down is mentioned; "Vendor should check user manual and provide recommended weights for external calibration." ○ Normally it is either internal calibration or external calibration, not both. Please clarify which type(s) of calibration is requested. 	Balance with automatic calibration is requested. Most balances with the internal calibration feature also offer external calibration.
17	<p>Item 22 Fluorescence microscope.</p> <ul style="list-style-type: none"> ○ As the item is a fluorescence microscope we need to know what excitation and emission filters (ranges) are required. ○ And in terms of Fluorescence light source, are both LED and HBO illumination allowed? 	LED with approx. wavelengths of fluorescence 455 nm
18	<p>Item 28 Automated adjustable pipettes: 10-100 µl volume (8 channel as per last clarification)</p> <ul style="list-style-type: none"> ○ Please clarify which type of pipette is meant here, as automated can be interpreted in 2 ways: 	Manually operated

	<p>1 Manually operated adjustable volume (10-100 µl) 8-channel pipettes</p> <p>or</p> <p>2 Electronically operated adjustable volume (10-100 µl) 8-channel pipettes</p> <p>a. If electronically operated is what was meant here, we assume chargers are needed. Please indicate the ratio of pipettes per charger.</p>	
19	What is the criteria for purchase orders to go through an RFQ stage rather than being awarded directly off the submitted prices in this RFP?	Please refer to Point 31 in the DATA SHEET for method to award the Purchas Order.
20	Of the 200 purchase orders per annum, roughly what proportion go through the additional RFQ process?	The vast majority of total annum POs are resulted from the secondary bidding (RFQ process), except for repetitive orders. The products mentioned in the Annex 2 - List of items is a sample and non-exhaustive list of products.
21	USD is cited as the preferred currency. Does this exclude other currencies? If not are there any penalties for submitting prices in a different currency? How would different currencies be compared and evaluated?	Please refer to Data Sheet point 15 – must be in USD.
22	As technical and financial proposals are to be sealed and delivered in separate packages, please confirm that Annex 4 (pricing schedule) can be separated from the other 5 annexes in the excel document both for hard and soft copy.	Yes, please separate the Annex 4 - Price schedule and submitted it in sealed envelope/package from the technical proposal.
23	Please confirm that there is not a requirement to complete Annex 5 as part of bidders submission to this RFP.	No, the Proposer doesn't need to complete the Annex 5 - RFQ template. It's just for information.
24	Data Sheet #26 C.15.1 requests that bidders submit copies of the <i>Purchase Orders (value of USD 500.000 or above)</i> . Please advise if you require a template or a redacted example of one that has been used in the past.	The Proposer is required to provide copies of real Purchase Orders (value of USD 500.000 or above) that they received [order] from their buyers/customers.
25	Data Sheet #26 C.15.1 requests that a <i>catalogue structure</i> is submitted. Please can you advise in what format this is required. Is this simply making reference to responses to section 4.2 of the ToRs?	The Proposer is requested to provide product catalogue (in any formats) showing multi-level categorization of products.
26	Data Sheet #26 C.15.1 requests that bidders submit <i>customer references</i> . Is there a particular format in which references should be submitted?	No, particular format.
27	Data Sheet #26 C.15.1 requests that bidders submit <i>certification or authorisation to act as an Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</i> . Please advise in which situations this would be required.	It is required when the Proposer is an official/sole distributor and/or local representative of the Manufacturer or holds exclusive rights to distribute certain products.
28	The RFQ template is labelled <i>Annex 6</i> in the worksheet, however the tab is entitled <i>Annex 5 – RFQ template</i> . Please advise on correct labelling.	Sorry, it is typo. The RFQ template is Annex 5
29	Please advise whether a filled-out version of the RFQ template is required for submission.	No, the Proposer doesn't need to complete the Annex 5 - RFQ template.

30	Please advise what lead times are envisaged for Purchase Orders	<p>Following the completion of this tender process, the selected Proposers will be awarded LTAs first. Then, upon receipt of requests for specific items/products from the end users, the Purchase Orders will be placed to the LTA holder following either:</p> <ul style="list-style-type: none"> • Launch of Requests for Quotations (RFQs) amongst the LTA holders, outlining specifications and delivery terms for the particular case. Purchase orders will be awarded based on the best value for money principle - selecting the lowest priced technically acceptable offer, unless other selection criteria have been specified in the RFQ (e.g. shortest lead time). Price evaluation is based upon total costs: total price for all requested goods and services, and freight charges. <p>Or</p> <ul style="list-style-type: none"> • UNDP may at its own discretion place a purchase order directly with a supplier holding a LTA based on the listed prices submitted in this bidding exercise under its terms and conditions <p>The lead time between RFQ process and PO awarding is around 5-6 weeks.</p> <p>Please refer to Point 31 in the DATA SHEET for method to award the Purchas Order.</p>
31	Item No. 17: Please clarify the discrepancy between “range: 7-10 kg at least” and “capacity at least 160 kg”.	Minimum capacity 160 kg Range of the weight scale is at least 7-10 kg
32	Item No. 24: Please clarify whether “24 L” would also be acceptable.	Please refer to the question & answer 6 above
33	Item No. 25: Please clarify whether “440 L” would also be acceptable.	The requirement is approx. 450L. Technical compliance will be evaluated during the technical evaluation stage.
34	Item No. 26: Please clarify whether “440 L” would also be acceptable.	The requirement is approx. 450L. Technical compliance will be evaluated during the technical evaluation stage.
35	Item No. 30: Please clarify whether a “Pack of 25” would also be acceptable.	Packing size should be at approximate indicated level provided that the total individual quantity is respected.
36	Item No. 44: Please clarify whether a “non-sterile” sputum collection container would also be acceptable.	Sterile is required.
37	Item No. 70: Please clarify whether “ELISA tests” (kit of 96 tests) or “Rapid tests” (kit of 100 tests) are required.	It’s ELISA.
38	Item No. 71:	It’s ELISA.

	<p>Please clarify whether “ELISA tests” (kit of 96 tests) or “Rapid tests” (kit of 100 tests) are required.</p> <p>In accordance with new stricter guidelines, please clarify whether 15 months shelf life would also be acceptable (ELISA tests: max. 15 months/Rapid tests: max. 18 months).</p>	<p>The products supplied shall have a minimum remaining shelf-life of at least 18 months or 85% of their total maximum shelf life at the time of FCA delivery.</p>
39	<p>Item No. 72:</p> <p>Please clarify whether “ELISA tests” (kit of 96 tests) or “Rapid tests” (kit of 100 tests) are required.</p> <p>In accordance with new stricter guidelines, please clarify whether 15 months shelf life would also be acceptable (ELISA tests: max. 15 months/Rapid tests: max. 18 months).</p>	<p>It’s ELISA.</p> <p>The products supplied shall have a minimum remaining shelf-life of at least 18 months or 85% of their total maximum shelf life at the time of FCA delivery.</p>
40	<p>Item No. 73: Please clarify whether “ELISA tests” (kit of 96 tests) or “Rapid tests” (kit of 100 tests) are required.</p>	<p>It’s RDT.</p>
41	<p>Section 2, C 16 – Financial Proposal:</p> <p>The bidding document requires FCA pricing. We understand however, that it is difficult to forecast concrete scopes of demand and related transactions to the individual countries and projects. Against this background and taking into consideration global sourcing activities, kindly clarify if it is imperative to quote on the basis of one single FCA point for all the items or if different FCA points are acceptable as well? Kindly let us know what your preferences are.</p>	<p>Our expectation is that all goods offered will be consolidated prior shipment, because actual orders will normally consist of the items from various manufacturers. Therefore FCA price and FCA location should reflect that in your offer. Our expectation is that all items will be quoted FCA (your warehouse). In real life some of the items might be shipped directly from manufacturer.</p>
42	<p>Annex 4 - Category 4 – Item 22 Microscope:</p> <p>Kindly clarify the requested wavelengths of fluorescence. Furthermore there seems to be some confusion whether LED or halogen light is preferred – kindly clarify</p>	<p>Please refer to answer in questions # 17</p>
43	<p>Item 22 - Fluorescence microscope</p> <p>Please advise us about the wavelength and / or fluorophores to use.</p>	<p>Please refer to answer in questions # 17</p>
44	<p>Training and installation are requested for four products. For one product (X-ray) a 2 year’s service contract is requested while other products have only a request for an annual calibration service.</p> <p>Can you outline if you expect a priced offer for the installation, a price for the 2 years service contract and another price for the annual calibration?</p> <p>Can we quote direct costs i.e. number of working days multiplied by the daily rate and subsequently provide travel costs and daily allowance after completion against evidence of the actual costs incurred ?</p>	<p>Local services mentioned in the column “Installation / Training requirements” may be requested at the time of the order and should not be included in the price in the Annex 4 - Price Schedule. Bidders are merely requested to confirm in the column “Installation / Training requirements”, that these and other relevant local services can be provided when required.</p>
45	<p>Liquidation damages can be 1 to 3 percent (to be specified in the PO) of the price. What criteria will be used on a day-to-day basis to define the percentage of the liquidation damage to be levied?</p>	<p>The criteria of “Liquidated damages” to be used to define the percentage is based on severity of the situations such as urgency of delivery or stock-out situation.</p>
46	<p>The duration of the contract is 2 years (quote to follow:) ‘with the possibility for a 3-years extension’. Will the max. contract period be 2 years plus a third year (total 3 years) or 2 years plus 3 more years (total 5 years)?</p>	<p>Initial 2 years with possibility of extension for additional 3 years more subject to satisfactory performance. Total maximum 5 years</p>

47	Freight term is FCA. Will you accept FCA (contractors premises) or do you expect FCA (int. sea port) and FCA (int. airport)?	Please refer to answer in questions #41
48	Datasheet Point C.15.1 – please define what has to be provided under point “Catalogue Structure”.	Please refer to answer in questions #25
49	Datasheet Point C.15.1 – please advise if there is a requested amount of Copies of Purchase orders over the value of 500.000 USD and Customer References, we should include with our bid submission	<ul style="list-style-type: none"> • At least 3 distinct Purchase Orders (value of USD 500.000 or above), 1 copy each is sufficient. • Customer References = at least 2 references
50	Price schedule ANNEX 4 – as there is a Currency row in this file, please define if we are to quote the offer in one currency only or if multiple currencies are allowed and they will be converted to USD for evaluation purposes.	Please use only one currency. Please refer to answer in questions #21
51	What are the expectations in relation to/what is meant by "Catalogue Structure" (p.21, Data Sheet # 26)	Please refer to answer in questions #25
52	Clause 6, C.20 on page 18 describes that alternative bids are not allowed. It is our experience that even for the generic items, sometimes local preference exists. Furthermore, from country to country this preference may differ and/or quality requirements or perceptions differ. Therefore we feel UNDP would benefit from allowing vendors to quote for alternatives.	It should be distinguished between an alternative bid, i.e. proposal and an alternative product. UNDP expects to receive the offers for products, compliant with technical requirements. When branded item requested, the proposer is expected to quote that brand.
53	Bidders are requested to quote on FCA basis. On p.9 it is highlighted that the FCA rates should exclude packing charges. This however contradicts with the actual definition of the term FCA describing that goods have to be fully packed and loaded onto the truck. Whereas additional charges for cold chain and hazardous goods handling & packing can be excluded, the cost for regular packing etc. cannot be excluded as they form an integral part of the product cost. Therefore, we would like the FCA price to including regular handling and packing.	Proposers should quote goods on the FCA basis ready for export. What we imply here on page 9, that order-specific charges related to consolidation of goods should be excluded for the purpose of this RFP, because order quantity will vary from case to case. We don't expect to order quantities stated in the RFP in one go.